

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Adjudication and Hearings



OFFICE ORDER NO.: 2001-04

SUBJECT: Establishment of Position of Ethics Counselor for the Office of Adjudication and Hearings and delineation of certain responsibilities of Ethics Counselor and other OAH employees

Pursuant to Reorganization Plan No. 4 of 1996, D.C. Code § 6-2701 et seq., Mayor's Order No. 97-42, effective January 13, 1997, Mayor's Order No. 99-68, effective April 28, 1999, Mayor's Order 01-39, effective March 21, 2001, Department of Health Organizational Order No. 24, effective December 17, 1999, Department of Health Organizational Order No. 26, effective January 2, 2001 and all other applicable law, it is hereby **ORDERED** that:

1. The position of Ethics Counselor is hereby established in the Office of Adjudication and Hearings ("OAH").
2. The Ethics Counselor shall provide advice and guidance to all administrative judicial officers and staff on potential conflicts of interest and other ethical matters regulated by applicable laws, regulations, and ethical codes(s).
3. All OAH administrative judicial officers and staff shall seek advise and guidance from the Ethics Counselor for any action or contemplated action that they know or reasonably should know raises a substantial question of compliance with any authority noted in Paragraph 2.
4. The Ethics Counselor shall provide timely guidance to all OAH administrative judicial officers and staff who seeks his/her counsel on such issues.
5. The Ethics Counselor may require that any request for ethics guidance as authorized by this order be made in writing. The person seeking guidance may require that the response be in writing.
6. Nothing in this order relieves an employee of his or her obligation to report material issues and occurrences to a supervisor or other authorized person(s) when they have or may have an impact upon any component, operation, or responsibility of the of the District of Columbia Government.
7. This Order supersedes all previous orders to the extent of any inconsistency.
8. This Order is effective August 1, 2001, *nunc pro tunc*.

Dated October 4, 2001

/s/

Paul Klein
Chief Administrative Law Judge